



UNITED STATES MARINE CORPS  
MARINE CORPS BASES JAPAN  
CAMP SMEDLEY D. BUTLER, OKINAWA  
UNIT 35001  
FPO AP 96373-5001

IN REPLY REFER TO:

11101

14E

29 JUL 2009

MARINE CORPS BASES JAPAN POLICY LETTER 3-09

From: Commander, Marine Corps Bases Japan  
To: Distribution List

Subj: MANDATORY ASSIGNMENT TO BACHELOR QUARTERS FOR UNACCOMPANIED  
MARINE CORPS AND ATTACHED NAVY ENLISTED (E6s-E7s) AND OFFICERS  
(W1s-W3s/O1s-O3s)

Ref: (a) MCO P11000.22  
(b) MCBJO P11000.2B

Encl: (1) Assignment Location Table within Reasonable Commuting Distance

1. Purpose. To publish policy on mandatory assignment to bachelor quarters for all unaccompanied Marine Corps and attached Navy enlisted (E6s-E7s) and officers (W1s-W3s/O1s-O3s) stationed at Marine Corps Base (MCB), Camp Smedley D. Butler and Marine Corps Air Station (MCAS) Futenma. Per reference (a), maximum practical occupancy is to be made of all adequate government bachelor quarters before requests to reside off-base are approved. Therefore, members not qualifying under the exceptions listed in paragraph 2600.3 of reference (a) will not be authorized to reside off-base if adequate government quarters are available.

2. Information. In accordance with the references, this policy will maximize the use of government-provided quarters; facilitate achievement of the Commandant of the Marine Corps' (CMC) 95% bachelor housing occupancy goal; and assist commanders in mission accomplishment, execution of local contingency operations, training, and maintenance of a disciplined force through enhanced oversight and guidance for junior Marines and Sailors.

3. Policy. Unaccompanied E6s-E7s, W1s-W3s and O1s-O3s will only be authorized to reside off-base when the CMC's required 95% occupancy rate for their respective bachelor quarters category has been achieved. They will be provided quarters at the camp where they are assigned, if available, or they may be assigned to quarters at other camps within a reasonable commuting distance, as shown in enclosure (1). Unaccompanied E8s-E9s, W4s-W5s and O4s and above may decline assignment to government quarters and elect to reside off-base.

4. Action

a. Unaccompanied Marine Corps and attached Navy enlisted (E6s-E7s) and officers (W1s-W3s/O1s-O3s) stationed at MCB Camp Butler and MCAS Futenma will reside in available adequate bachelor quarters at their respective duty locations. If adequate permanent bachelor quarters are not available at their duty location, they may be assigned bachelor quarters at other camps within a reasonable commuting distance, as defined in enclosure (1).

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b. Consideration for residing off-base will only be given if occupancy levels reach 95%, or if the service member:

(1) has reached the 20th week of pregnancy;

(2) has a military spouse stationed on Okinawa and will establish a joint spouse household;

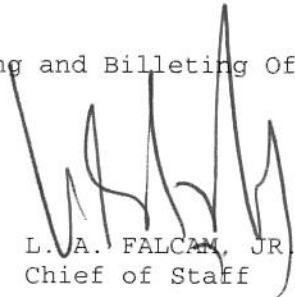
(3) has a non-command sponsored spouse on Okinawa; or

(4) has acquired a significant amount of furniture on island due to separation or divorce while stationed on Okinawa. The service member's inventory of household goods shipment will be reviewed by the Billeting Office to validate this.

c. Requests to reside off-base for reasons cited in paragraph 4b will be signed and approved by the Assistant Chief of Staff (AC/S), Facilities Engineer, by direction of the Commander, Marine Corps Bases Japan (MCBJ), as prescribed in reference (b). Documentation will be required to confirm status.

d. Requests for a waiver due to extenuating circumstances other than those cited in paragraph 4b will be routed through the service member's chain of command to obtain a Major Subordinate Command Chief of Staff's (COS) endorsement, and will then be sent to the AC/S Facilities Engineer, MCBJ. The COS, MCBJ, has final approval authority, by direction of the Commander, MCBJ. A detailed justification is required.

5. The point of contact is the Housing and Billeting Office, at 645-2474/2158.



L.A. FALCAM, JR.  
Chief of Staff

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CO, CATC, Camp Fuji

**ASSIGNMENT LOCATION TABLE  
WITHIN REASONABLE COMMUTING DISTANCE**

<b>Duty Station</b>	<b>Within Commuting Distance</b>
Camp Kinser	Camp Foster or MCAS Futenma
MCAS Futenma	Camp Foster or Camp Kinser
Camp Foster	MCAS Futenma, Camp Kinser or Camp Courtney
Camp Courtney	Camp Foster or Camp Hansen
Camp Hansen	Camp Schwab or Camp Courtney
Camp Schwab	Camp Hansen